

Message for Ellis, Cathy

**From:** Ellis, Cathy  
**Date:** Fri, Dec 16, 1994 1:00 PM  
**Subject:** RE: Fumigation  
**To:** hempflng@mailhost

Through Danise. Purchasing will communicate with Danise. This is all a part of our evaluation of fumigants.

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**From:** hempflng@mailhost on Fri, Dec 16, 1994 10:20 AM  
**Subject:** RE: Fumigation  
**To:** Ellis, Cathy

FYI:

Faustini has a roster of warehouses with their estimated volumes. He has told me that some discrepancies exist between the recorded volumes and what he believes are the true volumes. Since he was not copied on this message, how should these supposed discrepancies be reported to Odom/Smith?

Note for Ellis, Cathy

**From:** Ellis, Cathy  
**Date:** Fri, Dec 16, 1994 12:58 PM  
**Subject:** RE: New Staff Assimilation  
**To:** Allison, Jo

Jo:

Looks ok - but Eleanor and I talked about starting at 8:30.

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**From:** Allison, Jo on Fri, Dec 16, 1994 11:59 AM  
**Subject:** New Staff Assimilation  
**To:** Adkins, Ray; Cox, Kenneth; Dwyer, William; Ferguson, Bob; Grantham, Pat; Hempfling, Walter; Kinser, Robin; Leyden, Don; Nixon, Gerry; Smith, Judy  
**Cc:** Ellis, Cathy

The New Staff Assimilation meeting is scheduled for Wednesday, January 4 at 8:00-5:00 in the USA Room. Lunch will be in the Greenhouse Restaurant. Eleanor Pages will be facilitating.

Please post your calendar and plan to attend. If there is a conflict, please let me know. This meeting needs to be confirmed by next Thursday.

Thanks,

Jo

Note for Ellis, Cathy

**From:** Ellis, Cathy

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Date: Thu, Dec 15, 1994 6:34 PM

Subject: Annual Accomplishments

To: Adkins, Ray; Cox, Kenneth; Dwyer, William; Ferguson, Bob; Grantham, Pat; Hempfling, Walter; Kinser, Robin; Leyden, Don; Nixon, Gerry; Smith, Judy

The Senior Team has agreed that we need to document our 1994 work. The central files report 93-015 contains guidelines for annual reports. Each program and activity should be covered and documented. Senior Team members should be copied. This should be accomplished in the first quarter 1995. I would prefer it be accomplished by Feb 15. If you are an activity leader, discuss desired process with your program leader and coordinate with them. At the end of this we should have a report for each program documenting our work.

Feb 15 is the date of our next Community Meeting. Please pass the word and reserve the date.

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## Note for Ellis, Cathy

From: Ellis, Cathy

Date: Thu, Dec 15, 1994 6:04 PM

Subject: Meeting with Pete and Carson

To: Bickett, Joe; Burnley, Harold; Carboni, Judy; Carchman, Rich; Cox, Richard; Ellis, Cathy; Grubbs, Harvey; Heretick, Dick; Lilly, Cliff; Lively, Ron; Myracle, Jim; Whidby, Jerry

Cc: Allison, Jo; Bugg, Joy

In a discussion with Pete today, I brought up the need to have some help to carry our agreements at our off-site meetings to our everyday work environment. For example, we have talked about facilitators for our meetings and graphic recorders, but nothing has happened. We also agreed to limit our meetings to certain decisions of a more strategic nature, but we spent one hour deciding to spend 25K last Monday. It is understandable that we fall back into our learned patterns and it seems appropriate to work on some way or system to help us break these patterns and move forward toward our agreements.

To discuss methods of dealing with this, Pete and Carson will meet with any Senior Team Member interested in attending on Monday 12/19 at 3:30 pm. I will get a conference room and have you informed of location.

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